

## Recurring Deduction - Create

PA30

### Change History

Update the following table as necessary when this document is changed:

Date	Name	Change Description
11.18.04	Ligaya West	Edits
12.8.04	Ligaya West	Edits
1/17/2007	Kelly Welsh	Edits

### Test Info

#### Successor Transactions

### Test History

Update the following table as necessary when this procedure is tested:

Date	Tester	Pass/Fail	Notes

### Test Scenarios

Use the following scenarios to test this transaction:

Scenario ##				
Description	Test Condition Description	Input Data	Expected Results	Output Data
	Overpayment - how handled (should not automatically take all \$ from next check)		Authorization from ee required, then set up recurring deduction. Validate that deduction amount is correct and that it stops according to dates entered in IT0014.	
	Overpayment - how handled when overpayment crosses fiscal and calendar years		Validate that deduction amount is correct and that it stops according to dates entered in IT0014. Authorization from ee required, then set up recurring deduction, W-2C when all is recovered for prev yr	
	Create a recurring deduction		Deduction is created in IT0014 with a validity date of MMDDYYYY to MMDDYYYY for WTxxxx	

**Title:** *Recurring Deduction - Create*  
**Processes :**  
**Sub-Processes :**

---

HRMS Training Documents

Scenario ##				
Description	Test Condition Description	Input Data	Expected Results	Output Data
	Manipulate / over-ride deductions			

### Test Execution

The following tables summarize the test results for each scenario:

### **Purpose**

Use this procedure to create a recurring deduction.

### **Trigger**

Perform this procedure when an employee wants to have a deduction taken out of their earnings each pay period.

### **Prerequisites**

None

### **Menu Path**

Human Resources → Personnel Management → Administration → HR Master Data → Maintain

### **Transaction Code**

**PA30**

### **Helpful Hints**

- In addition to using this procedure to create a recurring deduction, the Payroll Processor may also use this procedure to:
  - To stop a deduction for one or more periods and then resume:
    - Go to PA30 and click on the payroll tab. Go to the Recurring Payments/Deductions infotype (IT0014) and select overview. Highlight the deduction to update and click the change button. Enter the correct end date to stop deduction. Then click save. Click on the deduction. Click the copy button to update the deduction by entering the new start date. You will now see two records for this deduction: one with the end date that was entered and another with the new start date
  - To change the amount of a deduction for a specified time:
    - Go to PA30 and click on the payroll tab. Go to the Recurring Payments/Deductions infotype (IT0014) and select overview. Highlight the deduction that needs to be updated and click the copy button. Enter the date range and amount for the new deduction. Click save.


## Procedure

1. You have started the transaction using the menu path or transaction code PA30.

### Maintain HR Master Data

2. As required, complete/review the following fields:

Field Name	R/O/C	Description
Personnel no.	R	This is a unique identifying number assigned by HRMS for identification purposes. This number will follow the employee throughout his/her employment with the State of Washington. This will replace the use of identifying employees by social security number. <b>Example:</b> 20000055

3. Click  (Enter) to validate information..

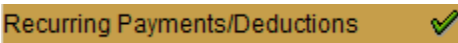

4. Click  .

## Maintain HR Master Data

The screenshot shows the SAP HR Master Data maintenance interface. The top bar includes the SAP logo and menu options: HR master data, Edit, Goto, Extras, Utilities, Settings, System, Help. Below the menu is a toolbar with various icons. The main window is titled "Maintain HR Master Data" and displays the following data:

Personnel no. 20000055  
Name Mr. Monthly Test Guy222  
PersArea 1110 Dept of Personnel EEGGroup Permanent  
PSubarea 0003 Exempt EESubgroup 01 Exception Monthly Status Active

The "Basic Personal Data" tab is selected. On the left, a list of infotypes is shown with checkboxes. "Recurring Payments/Deductions" is highlighted with a green checkmark. Other infotypes include Basic Pay, Additional Payments, Cost Distribution, Bank Details, External Bank Transfers, Payroll Status, Residence Tax Area, and Work Tax Area. On the right, the "Period" section shows options for "Fr." and "To" dates, with radio buttons for "Today", "Curr. week", "A11", "Current month", "From curr. date", "Last week", "Up to Today", "Last month", "Current Period", and "Current Year". A "Choose" button is also present. At the bottom, the "Direct selection" section shows "Infotype" as "Recurring Payments/Deductio..." and "STy" as "STy".

5. Click  .
6. Click  (Create) to create a new record.



## Create Recurring Payments/Deductions

7. As required, complete/review the following fields:

Field Name	R/O/C	Description
Start	R	This is the date on which a record begins. <b>Example:</b> 08/01/2004
Wage type	R	This is an object in Payroll and Personnel Administration which stores amounts or time units that are used to calculate pay and deductions, store results, and determine statistics. It separates amounts and time units for various business processes. It enables the system to process amounts and time units in different ways during the payroll run. <b>Example:</b> 2729 – GA Parking
Amount	R	It is the total dollar value of a wage type. <b>Example:</b> 20.00

**Title: Recurring Deduction - Create**  
**Processes :**  
**Sub-Processes :**

HRMS Training Documents

Field Name	R/O/C	Description
Number/unit	<input type="radio"/>	<p>This is a combination of fields that defines the number to be compensated and the time unit, such as hours, days, weeks, etc.</p> <p> This field does not need to be completed if an amount is entered</p> <p><b>Example:</b> .50/16 days</p>
Payment model	<input type="radio"/>	<p>This is a pre-defined schedule for taking a deduction or making a payment, such as monthly, semi-monthly, etc.</p> <p> This field defaults based on the wage type selected.</p> <p><b>Example:</b> WA01</p>

8. Click .(Save) to save

State of Washington HRMS

**File name:**  
RECURRING\_DEDUCTION.DOC  
**Reference Number:** 79


**Version:** SME Approved Script  
**Last Modified:** 1/26/2007 12:13:00 PM

SAP Parent  
Page 8 / 9

## Maintain HR Master Data

The screenshot shows the SAP HR Master Data transaction. The top bar includes the SAP logo and menu options: HR master data, Edit, Goto, Extras, Utilities, Settings, System, Help. Below the menu is a toolbar with various icons. The main window is titled 'Maintain HR Master Data'. On the left, there is a 'Find by' section with options: Person, Collective search help, Search term, and Free search. The main area displays the 'Personnel no.' as 00000055. Below this, the 'Name' is 'Mr. Monthly Test Guy222'. The 'PersArea' is 1110, 'Dept of Personnel' is 0, 'EEGroup' is Permanent, 'PSubarea' is 0003, 'Exempt' is 01, 'Exception Monthly' is 01, and 'Status' is Active. The 'Basic Personal Data' tab is selected. In the 'Infotype text' list, 'Recurring Payments/Deductions' is highlighted with a green checkmark. The 'Period' section shows 'Fr.' and 'To' fields, with radio buttons for 'Today', 'Curr. week', 'A11', 'Current month', 'From curr. date', 'Last week', 'Up to Today', 'Last month', 'Current Period', and 'Current Year'. The 'Direct selection' section shows 'Infotype' as 'Recurring Payments/Deductio...' and 'STy' as 'STy'. At the bottom, a status bar shows 'Record created' and 'RD0 (1) (201)'.



The system displays the message "  Record created."

9. You have completed this transaction.

### Result

You have set up a new deduction wage type for an employee.

### Comments

None